

JOB TITLE: EMS Logistics Technician

FD/21

DEPARTMENT: Fire Department, City of Broken Arrow

JOB SUMMARY: This position is responsible for the procurement, care and maintenance of Fire Department tools and medical equipment, delivery of EMS supplies, coordination of oxygen deliveries, and filing various EMS paperwork.

MAJOR DUTIES:

- o Disseminates and delivers EMS supplies ordered on a weekly basis.
- o Recovers BAFD medical equipment from area hospitals.
- o Ensures that all oxygen bottles are filled or coordinate with medical oxygen company for the delivery of oxygen bottles.
- o Files daily EMS forms.
- o Gathers and delivers broken and repaired medical equipment.
- o Ensures that all ambulances are clean and stocked.
- o Maintains inventory and tracks all EMS supplies.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of relevant city, state, and federal laws, regulations, and policies.
- o Knowledge of the maintenance, care, and use of specialized tools and medical equipment.
- o Knowledge of modern office equipment and procedures, including record-keeping practices.
- o Skill in the use of computers and various software programs.
- o Skill in written communication and the ability to perform basic mathematical calculations.

SUPERVISORY CONTROLS: The Assistant Fire Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical duties. The complexity of department supplies and equipment contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform technical duties in the maintenance of department tools and medical equipment. Successful performance results in the increased efficiency and effectiveness of EMS services.

PERSONAL CONTACTS: Contacts are typically with co-workers, area hospital staff, and vendors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, to resolve problems, and to provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee lifts and moves objects up to 50 pounds in weight and uses regular and specialized hand tools.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, ambulance, or other vehicle.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience, education, or training to provide the required knowledge, skills, and abilities to perform the essential functions of the job.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Oklahoma for the type of vehicle or equipment operated.

